



A Tradition of Stewardship  
A Commitment to Service

**COUNTY OF NAPA**  
Human Resources  
1195 Third Street, Suite 110  
Napa, CA 94559  
707-253-4303

<http://www.napacountycareers.com>

INVITES APPLICATIONS FOR THE POSITION OF:

## **Secretary - LAFCO - Extra Help**

*An Equal Opportunity Employer*

### **SALARY**

\$24.84 - \$29.53 Hourly    \$1,987.20 - \$2,362.40 Biweekly    \$4,305.60 - \$5,118.53 Monthly  
\$51,667.20 - \$61,422.40 Annually

**OPENING DATE:** 01/05/22

**CLOSING DATE:** 01/19/22

**JOB TYPE:** Extra Help

**Job Category:** Clerical and Administrative Support

**DEPARTMENT:** LAFCO Administration

**LOCATION:** LAFCO - 1754 Second Street, Suite C Napa, CA 94559-2450

### **THE NAPA VALLEY**

**The Napa Valley**, internationally known for its fine wines, exciting restaurants, and world-class resorts, is home to 130,000 residents who share a strong sense of community and a legacy of preserving and protecting our rich agricultural heritage.

Located in the heart of California's preeminent wine region, the Napa Valley is also part of the dynamic San Francisco Bay Metropolitan Area. With its sunny Mediterranean climate and proximity to the mountains and ocean, the Valley offers residents easy access to virtually unlimited shopping, dining, cultural and recreational opportunities.

The Napa Valley's strategic location, natural and cultural resources, history of responsible land use planning and attractive quality of life provide the ideal mix of small town living and big city amenities.

### **COUNTY OF NAPA AS AN EMPLOYER**

The County of Napa is a highly respected employer within the local community as well as throughout the region. We offer rewarding and challenging work, flexible hours, competitive salaries, a comprehensive benefits package and tremendous opportunities for career growth. At the County of Napa we truly value our employees and are committed to diversity in our family-oriented environment. This is why we are the *Employer of Choice* for more than 1,400 employees.

As an organization, the County is dedicated to improving the lives of our citizens and reflecting the best of the community's values: Respect, Accountability, Dedication, Integrity and Innovation.

## **THE POSITION**

This is an Extra Help position located in the Local Agency Formation Commission (LAFCO) of Napa County.

Extra help assignments are non-benefited and may be used for on-call needs *up to* 40 hours per week (not to exceed 6 months). Extra Help employees are not eligible for promotional opportunities open to regular part-time and full-time employees.

The ideal candidate will be organized, detail-oriented, have the ability to understand the inter-relationships of the department, and provide excellent customer service and administrative support to the LAFCO Department's subdivisions. Some of the duties include assisting with data entry in multiple programs, maintaining a variety of files and resource materials, assisting with department purchasing, scheduling and higher level administrative functions as needed, among other specialized and complex secretarial and administrative duties.

## **THE RECRUITMENT PROCESS:**

1. Applications must be submitted by 5:00 PM on Wednesday, January 19, 2022.
2. Applications will be screened the week of January 20, 2022 and candidates who meet the minimum qualifications will have their applications forwarded to the hiring department for further consideration.
3. Future communication will come directly from the Hiring Department.

*The Human Resources Department reserves the right to change the recruitment process at any time.*

## **EXAMPLE OF DUTIES**

Independently respond to letters and general correspondence of a routine nature. Type, assemble, and distribute reports, memos, forms, resolutions and other material. May take and transcribe oral dictation from shorthand notes, or transcribe from machine recordings; operate office equipment. Maintain appointment schedules and calendars; arrange meetings and conferences; make travel arrangements. Establish and maintain records involving a department or division's budget and personnel matters. Oversee, assign, and coordinate the work of other clerical staff. As assigned, prepare, review, and distribute a variety of legal documents such as minute orders, ordinances, resolutions, and agreements. Act as a receptionist, screen calls, visitors and mail; refer inquiries as appropriate; respond to complaints and requests for information regarding policies, rules, and regulations. Maintain office supplies. May serve as Secretary to a Commission or a specialized review committee; take minutes and distribute copies as appropriate. Research and compile data for the budget, special projects, and various reports. May operate a computer terminal/console for the purpose of entering and retrieving information. Initiate and maintain a variety of files and records; maintain and update lists, manuals, and resource materials. As assigned, may prepare a variety of files and records; maintain and update lists, manuals, and resource materials. Accept and process applications and permits; notify public and affected parties of actions taken. Perform related duties as assigned.

## **KNOWLEDGE OF:**

English usage, spelling, grammar, and punctuation.

Modern office methods, procedures and equipment and business letter writing.

**SKILL TO:**

Communicate effectively, orally and in writing.

Compose correspondence.

Accurately type at a speed of not less than 45 words per minute.

Use a standard office software programs to perform daily tasks.

Compile and maintain complex and extensive records and prepare reports.

**ABILITY TO:**

Work cooperatively with other departments and outside agencies.

Analyze situations carefully and adopt effective courses of action.

Work independently in the absence of supervision.

Interpret and apply departmental policies.

Understand and carry out oral and written directions.

**EXPERIENCE AND EDUCATION**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities. A desirable combination is:

**Experience:**

Three years of significant, directly related and progressive clerical experience.

**Education:**

Equivalent to completion of the twelfth grade, including or supplemented by specialized clerical training.

**License or Certificate:**

Certain positions assigned to this class may require possession of a valid California Driver's License.

\*Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with Napa County. For continued employment with Napa County, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.

**ADA Accommodation**

Applicants requiring accommodations during the application and/or selection process pursuant to the Americans with Disabilities Act (ADA) should contact County of Napa Human Resources at (707) 253-4303.

Napa County is an Equal Opportunity Employer.

## Secretary - LAFCO - Extra Help Supplemental Questionnaire

- \* 1. Instructions for Supplemental Application Questions. The following questions comprise one of the steps in the selection process for this position and are intended to assist you in presenting your qualifications. Only the information you provide in your answers to these questions will be evaluated and scored to determine the best qualified candidates to continue in the selection process for this position. Please be complete and specific in answering the questions as your score will be based on this information. Applications submitted without responses to the supplemental questions will not be evaluated.

**Although your experience and education should relate back to your application, your application and or resume will not be reviewed when scoring the supplemental questions.** Therefore, please be as detailed as possible in your responses to the supplemental questions. I have read and understand the instructions presented above.

☐ Yes ☐ No

- \* 2. Please describe your work experience in an office administration setting. Please provide detailed descriptions of your roles and responsibilities and how long you worked in these areas.
- \* 3. Please provide detailed descriptions of your training and experience working with standard office equipment and computer systems. Include the types of hardware and software you are familiar with, your level of proficiency and your experience with data entry.
- \* 4. Please describe your experience in working in a position requiring public contact where you are responsible for providing information over the phone or in person; determining appropriate referral of calls; and exchanging, correcting or verifying information. Please provide detailed examples.
- \* 5. Please describe your accounting experience, including any work with accounts payable.
- \* 6. Do you have any experience in timekeeping or payroll? If so, please provide detailed examples.

\* Required Question